

ANNUAL DOCKING PARISH MEETING

Annual Docking Parish Council Meeting

PARISH COUNCIL MEETING

Clerk: Annalisa Dovey

Email: clerk@dockingparishcouncil.gov.uk

I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in
Docking Pavillion

Tuesday 6th May 2025

6.00pm | Coffee and biscuits

6.30pm | Annual Docking Parish Public Meeting Opens

7.00pm | Annual Docking Parish Council Meeting opens

All members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Docking Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

A. Annual Docking Parish Public Meeting 6.30 – 7pm

- 1. Welcome by the Chair**
- 2. Parish Group Reports**
 - 2.1. Playing Field
 - 2.2. Speed Watch
 - 2.3. Angling Club
 - 2.4. Brownies
 - 2.5. Scouts
- 3. Extended Public comments (3 minutes per speaker per topic)**

B. Parish Council Annual General Meeting 7pm

- 1. Welcome by Chair**
- 2. Election of Chair & Vice Chair**
- 3. Present and apologies**
- 4. Public Session** in accordance with the Public Participation Policy – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders.

5. **To receive declaration of interests on agenda items.** Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest
6. **Past Minutes**
 - 6.1. To approve (sign) receive past minutes Docking Paris Council Meeting April 2025
 - 6.2. To receive any updates or matters arising (for information only)
7. **Reports and updates**
 - 7.1. Borough Councillor update
 - 7.2. County Councillor update
 - 7.3. Clerk's report
 - 7.3.1. Update
 - 7.3.2. To approve Delegated Decisions
 - 7.4. Councillor Updates
8. **Finance**
 - 8.1. To receive RFO monthly report April 2025 - Expenditure & Receipts | Transfers | Upcoming payments | Reconciliations | Balances
 - 8.2. To received RFO End of year Report - Data audit | Account start | Year reconciliations | Balance Sheet | cashbook | Budgets | Reserves Carried Forwards | Budget Headings Audit
 - 8.3. To receive 24_25 VAT report
 - 8.4. To receive 24_25 CIL report
 - 8.5. To receive Section 137 spending report
 - 8.6. To receive Expenditure transparency reports
 - 8.7. To receive Annual Return Summary (for AGAR)
 - 8.8. To review Regular Payments and Contracts / Contractors
9. **Assets & Amenities**
 - 9.1. Review Asset & Long Term investments
 - 9.1.1. Update on Maintenance update work
 - 9.1.2. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - 9.2. SAM2 Management & Maintenance
 - 9.3. SAM2 Location (Consider response received)
 - 9.4. War Memorial Stand Proposal
 - 9.5. Tett Turrets update
 - 9.6. Email | Multiple | Allotment Vandalism and thefts.
 - 9.7. Email | Village Sign query
 - 9.8. Email | Dog Bin Overflowing
10. **Governance**
 - 10.1. Councillor Vacancy
 - 10.1.1. Consideration of Co-option Application 1.
 - 10.2. Annual Review of policies and procedures : nb Standing orders require review of Standing orders, Financial Regulations, Delegated powers policy, complaints procedure, FOI & Data policies, policy for dealing wth press & media, employment policies & procedures. [All Available on Website](#)
 - 10.2.1. Policies with no changes
 - 10.2.1.1. Allotments Policy
 - 10.2.1.2. Anti Bullying & Harassment Policy
 - 10.2.1.3. Code of Conduct
 - 10.2.1.4. Communications Policy
 - 10.2.1.5. Data Privacy Policy
 - 10.2.1.6. Delegation Policy & Register

- 10.2.1.7. Equality & Diversity Policy
- 10.2.1.8. Grant Policy & Procedure
- 10.2.1.9. Greivance Procedure
- 10.2.1.10. Grp Membership policy & Register
- 10.2.1.11. Homeworking Policy
- 10.2.1.12. IT Usage & Security Policy
- 10.2.1.13. Operation Menai Bridge
- 10.2.1.14. Pension Policy
- 10.2.1.15. Record Management Policy
- 10.2.1.16. Standing Orders
- 10.2.1.17. Training & Development Policy

10.2.2. Policies with changes / updates

- 10.2.2.1. Biodiversity Policy (clarification on wording)
- 10.2.2.2. Financial Regulations (updated to most recent model regulations, no significant change)
- 10.2.2.3. Risk Management Policy updated – actions completed and actions outstanding

10.3.Committee review

- 10.3.1. Appointment of members to existing committees;
- 10.3.2. Appointment of any new committees in accordance with standing order 4;
- 10.3.3. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- 10.3.4. Review of representation on or work with external bodies and arrangements for reporting back;

10.4. Review of the Council's and/or staff subscriptions to other bodies

10.5.Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

11. Other Correspondences received

- 11.1.Email | Parishoner | Verge ownership query
- 11.2.Email | Parishoner | Query over consent for street furniture.

12. Planning matters

- 12.1.Planning Applications received for consideration
- 12.2.Planning Applications received after agenda published
- 12.3.Consider Ratifying Delegated Planning Decsions
 - 12.3.1. 25/00319/F | Weathertop, Station Road | Removal of rear garage. Proposed extension to side and rear of property, to include store, porch and kitchen area. Proposed balcony above store accessed from first floor and external staircase
- 12.4.To Note planning decisions

25/00252/LB	2 Hare House Station Road Docking King's Lynn Norfolk PE31 8LS - Listed Building Application for: Erection of dining room extension and construction of bedroom suite in existing garage space	Application Permitted 16 April 2025 Delegated Decision
25/00253/F	2 Hare House Station Road Docking King's Lynn Norfolk PE31 8LS - HOUSEHOLDER-Erection of dining room extension between main house and kitchen and construction of bedroom suite in existing garage space.	Application Permitted 11 April 2025 Delegated Decision

24/01605/NMA_1	Skylark Sandy Lane Docking KINGS LYNN Norfolk PE31 8NF - <i>NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 24/01605/F: Rear single-storey extension and conversion of existing garage roof space</i>	Application Withdrawn 31 March 2025 Withdrawn Application
25/00372/F	Seagreen Station Road Docking Fakenham Norfolk PE31 8LY - <i>Single storey rear extension to dwelling</i>	Application Permitted 23 April 2025 Delegated Decision

12.5. Email | Vello Homes | Follow up

12.6. Email | C.A.N. | Rural exception site

13. Items to be added to the following months agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

14. Meeting dates

14.1. Next proposed meeting: Monday 2nd June 6.30 pm Tea & Biscuits 7pm start: Ripper Village Hall.

15.Private session

15.1.Consider closing the meeting to the public under relevant legislation and standing orders.

Members of the public are requested to leave the meeting as promptly as possible